Class Programming/Activities
Classes may plan class activities within the framework of the college schedule. Class programs must be planned by early February, to determine the most appropriate space and for inclusion in the print program.

Program Chair Responsibilities
- Plan programming for the weekend that effectively draws on the Reunion theme (an after-dinner discussion, a panel discussion by classmates, an evening of jazz performed by a classmate, etc.)
- Requests for AV equipment and/or support MUST be received no less than eight (8) weeks prior to Reunion.
- Complete and return the Class Program Planning Form by the due date

Spouse/Partner/Family Activity Chair (optional)
Similar to the Program chair, many classes assign a classmate (or spouse/partner) to plan an outing or two. This might be a golf outing at a local course, a family activity at one of many great Pioneer Valley attractions, or a scavenger hunt on campus for children. Visit www.valleyvisitor.com or http://www.explorenorthampton.com/ for great ideas and contact information.

Space Assignment
Campus space for housing, headquarters, meals, and programs will be assigned by the college based on historical registration trends for both the specific Reunion being celebrated (e.g. the 50th Reunion) and individual classes (e.g. the class of 1969), as well as programming planned by each class.

If your class is planning a panel discussion with theater-style seating, it will be assigned an auditorium. Similarly, a house dining room not used for dining (which has round tables and chairs) may be assigned for small, group breakout sessions.
Refer to the Reunion Event Spaces table in the appendix for information about spaces on campus. If a video presentation is planned (film, video, PowerPoint), copies of the video must be sent at least four weeks prior to Reunion, for testing with college equipment. The class must secure proper permissions for public viewing of any films or documentaries.

Important
- Helium balloons are not permitted in the Campus Center, as they may interfere with the fire detection system
- In consideration of fire and occupancy codes, the college may need to relocate an event or activity based on registration numbers
- No events may be scheduled in student residence living rooms or public spaces during Commencement weekend
Audio-Visual Equipment
Smith College Educational Technology Services (ETS) can generally provide most equipment needed for class programs. ETS will also record an event on audio or video for a fee. Audio-visual equipment that is available for use at class events includes:

- CD player
- Digital projectors
- PC or Mac laptop
- Slide projectors/carousels/screens
- DVD players
- Free-standing and podium microphones

All equipment must be requested and time for set up will be scheduled prior to the event. Be clear on the Class Program Planning Form where equipment should be set up and if you need someone to operate it. The Office of Alumnae Relations will notify ETS of requests received from classes. Requests for AV equipment and/or support MUST be received no less than eight (8) weeks prior to Reunion.

If the college cannot provide the necessary equipment, the appendix of this guide contains a list of vendors from which goods and services for your class events may be rented or purchased. Vendors on this list have worked with the Office of Alumnae Relations and Smith classes, and are generally aware of the needs of the Reunion program. It is the responsibility of the class to contract with and manage payment to each vendor. To protect yourself and your class, be sure to get a clear contract that details the rental price, the conditions under which the material will be delivered and picked up, and any other particulars that are important for your function. Be sure to include any rental expenses in your Reunion budget.

Class Meeting
Traditionally, the class meeting is held during or immediately after lunch on Saturday, but many classes now hold a brief meeting during the Saturday class dinner. Indicate when you will hold your class meeting using the Class Program Planning Form that will be sent to the Reunion Chair during the winter preceding Reunion.

Your class meeting is a time to:
- elect/ratify a new slate of officers
- propose and enact changes to your class bylaws
- recognize individuals who have volunteered for the class in the past five years
- recruit house reps for your next Reunion

The Class President presides over the class meeting. Please refer to the Guide for Class Presidents for more details.